

Navy Enlisted Advancement System (NEAS)



Purpose of the NEAS Brief

- ◆ This brief provides NEAS information to advancement candidates, supervisors, and commands.
- ◆ Requests for on-site presentations should be directed to MMC(SS) Cary Medley at the Navy Advancement Center, NETPDTC:
 - E-mail:MMC-CARY.MEDLEY@cnet.navy.mil
 - DSN 922-1574
 - COMM (850) 452-1574
- ◆ The brief is also posted on NETPDTC's web site at:
 - <https://www.advancement.cnet.navy.mil>

Presentation Topics

- ◆ Purpose of advancement exams
- ◆ How the exams are developed
- ◆ How the exams are scored
- ◆ Profile sheet - What does it mean?
- ◆ How the candidate can prepare for the exam

Purpose of Advancement Examinations

The advancement-in-rate examination is a tool used to rank order already *qualified* candidates on the basis of rating and professional military knowledge at the next higher rate.

Qualifying to Take the Exam

- ◆ All candidates who take the exam must be qualified for advancement to the next-higher rate
- ◆ Service in paygrade requirement has been met
- ◆ CO recommendation

Time In Rate Requirements

Paygrade

Time In Rate (TIR)

E-1 to E-2	9 months
E-2 to E-3	9 months
E-3 to E-4	6 months
E-4 to E-5	12 months
E-5 to E-6	36 months*
E-6 to E-7	36 months*
E-7 to E-8	36 months
E-8 to E-9	36 months

* 1-year TIR waivers for E6/7 EP candidates

Exam Development Facts

- ◆ **Written by CPOs (E-7 to E-9)...**
 - Recent fleet experience
 - From ratings (BM, SH, etc.) or
 - From rating communities (EMN, AWA, etc.)
- ◆ **Designed to test experience and knowledge**

More Exam Development Facts

- ◆ Prepared 12 months ahead of the test date
- ◆ Why?
 - Lead time required to edit, proof, and QA
 - Lead time required to order, print, and distribute

Yet More Exam Development Facts

- ◆ Exams consist of **200** questions

Occupational + Professional Military
Knowledge

E7	100	100
E6	115	85
E5	135	65
E4	150	50

Even More Exam Development Facts

- ◆ **Navy exams test on occupational (rate) and professional military knowledge (PMK) information**
 - **Exams test the most important topics for the rate**
 - **Every question must be supported by a “bib” reference**
 - **Occupational Standards, Naval Standards, and other standards pertaining to the rating are used to validate questions**

Occupational and Naval Standards (NAVPERS 18068F)



- ◆ Contains Occupational and Naval Standards for all Navy ratings
- ◆ Developed from periodic fleet surveys of Sailors in the ratings and community representatives
- ◆ OCCSTDs and NAVSTDs may be found on the BUPERS CD ROM that is mailed to commands quarterly and at: www.bupers.navy.mil

Exam Development Process



1. Exam writer develops exam
2. Exam writer “takes” exam
3. Exam is printed/verified
4. Printed exam is reviewed
5. Fleet takes exam; writer takes exam
6. Substitute exam is administered
7. Final answer key verification

Exam Scoring

- ◆ There are two approaches to exam scoring:
 - Criterion-referenced (schoolhouses)
 - Norm-referenced (Navy advancement exams)

Criterion-Referenced Exam Scoring

- ◆ Criterion-referenced exam scores represent your performance based on a specific standard
- ◆ Most Navy schoolhouses, high schools, universities, etc. use criterion exam scoring. For example:
 - A 100 question test requires a minimum of 70 to pass.
 - If you get 87 questions correct, your score is 87%--you will pass.

Norm-Referenced Exam Scoring

Norm-referenced scores represent your performance in relation to everyone else who took the same exam at the same time as you.

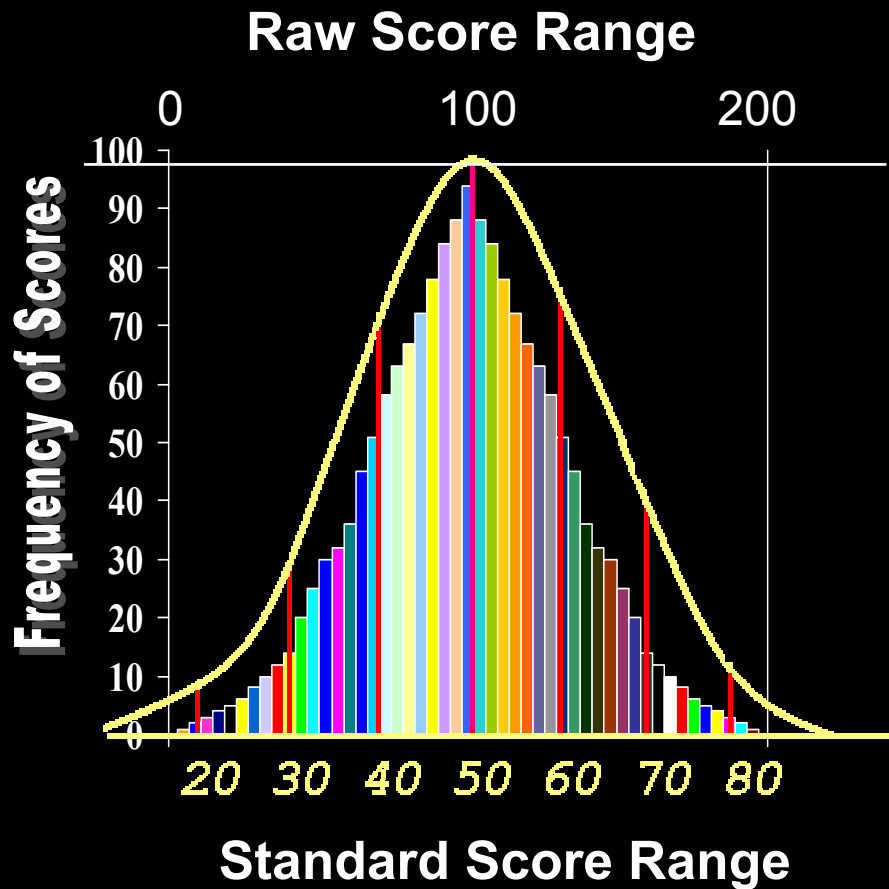
- ◆ Advancement exams use norm-referenced scoring
- ◆ You cannot determine from a norm-referenced score how many questions you answered correctly.
- ◆ You can only determine whether you scored higher or lower than others who took the same exam.

Advancement Exam Objectives

◆ Advancement exams meet two objectives:

- To identify the **best qualified** of all qualified candidates
- To ensure that the **average** candidate will get about half of the questions correct.

Standard Score Example



- ◆ Raw score range: **0** to **200**
- ◆ Raw scores are converted to standard scores
- ◆ Standard score range: **20** to **80**
- ◆ Average of all raw scores is assigned standard score **50**

Final Multiple Score (FMS)

The Final Multiple Score (FMS) method
looks at the “**whole person**”

◆ E-4/5/6

- Performance
- Experience (service in paygrade, awards, and PNA points)
- Exam Score (standard score)

◆ E-7

- Performance
- Exam Score (standard score)



FMS for E-4/5 Candidates

(Maximum possible points)



◆ Examination standard score:	80	34%
◆ Performance:	84	36%
◆ Service in paygrade	30	13%
◆ Awards:	10	4%
◆ PNA Points:	<u>30</u>	<u>13%</u>
Total Possible	234	100%



FMS for E-6 Candidates

(Maximum possible points)



◆ Examination standard score:	80	30.0 %
◆ Performance:	110	41.5 %
◆ Service in paygrade:	34	13.0 %
◆ Awards:	12	4.5 %
◆ PNA Points:	<u>30</u>	11.0 %
Total Possible	266	100.0 %



FMS for E-7 Candidates

(Maximum possible points)



◆ Examination standard score:	80	60%
◆ Performance:	<u>52</u>	40%
Total Possible	132	100%

How FMS Affects Advancement

- ◆ If your FMS is at or above the cutoff, you will be advanced
 - ◆ Unfortunately, not all will have an FMS high enough to be advanced. For example:
 - If the FMS cutoff for selection is: **168.22**
 - But your FMS is: **168.18**
 - You will not be selected for advancement
- (But, there's some good news: If you earn PNA points, they will be added to your FMS for the next exam.)


Performance Mark Average (PMA)

How is PMA calculated?

◆ Evaluations/FITREPs used for candidates:

- **E-4** - As per NAVADMIN (past 8 or 9 mos)
- **E-5** - As per NAVADMIN (past 14 or 15 mos)
- **E-6/7** - The past 36 months

How is PMA calculated? (Continued)

- * Only the Promotion Recommendation Blocks are used (Block 45)**
 - * Use ONLY evaluations in the current pay-grade**
 - * Do NOT use Not Observed reports**
 - * Add block 45 marks together, then divide by the number of evaluations used in the computation**
 - * Carry to three decimal places and round up/down (less than 5, round down)**
- 

How is PMA calculated? (Continued)

Promotion Recommendation point values

Early Promote	=	4.00
Must Promote	=	3.80
Promotable	=	3.60
Progressing	=	3.40
Significant Problems	=	2.00

How is PMA calculated? (Continued)

Example for PO2 participating in PO1 exam:

Evaluation ending

02 March 15

01 March 15

00 March 15

Block 45 mark

EP = 4.00

MP = 3.80

MP = 3.80

Add $4.00 + 3.80 + 3.80 = 11.6$, divide by 3 = 3.866

Round up to 3.87

Final PMA is 3.87

Performance Mark Average Contribution to Final Multiple Score

<u>Performance Mark Average</u>	<u>FMS Points</u>		
	<u>E4/5</u>	<u>E6</u>	<u>E7</u>
4.00	84,	110,	52
3.80	72,	98,	49
3.60	60,	86,	46
3.40	48,	74,	44

***These values are approximations based on individual's average over the cumulative reporting periods.**

PNA Points?!?!?

What are they and how are they determined?

Passed-not-advanced points come from two sources:

- ◆ **Final Exam Standard Score (SS)**
- ◆ **Performance Mark Average (PMA)**

PNA Points Computation

PNA points are determined using PMA and SS

- ◆ **Up to 1.5 points can be awarded for both PMA and SS per exam cycle. (accumulating a maximum of 3.0 per exam)**
- ◆ **NAVADMIN 189/00 placed more emphasis on PNA:**
 - **Directed that the total PNA for the last 5 of the most recent exam cycles be multiplied by 2.**
 - **E-4/5/6 can now accumulate a maximum of 30 FMS points for the last 5 of the most recent exam cycles.**

PNA Points Computation for PMA

Performance Mark Average

Top	25%: 1.5 PNA points
Next	25%: 1.0 PNA points
Next	25%: 0.5 PNA points

- Performance Mark Averages are calculated for all candidates taking the exam.
- Then PNA points are awarded for one's performance based on how the candidates rank among themselves.

PNA Points Computation for Standard Score (SS)

Exam Standard Scores

58-80 = **1.5** PNA points

51-57 = **1.0** PNA points

43-50 = **0.5** PNA points

- ◆ Exams are scored and the PNA points are awarded based on the candidate's standard score.
- ◆ Ranges equate to approximately 25% of the candidates. Ranges are smaller as you enter the middle section of the curve, since more candidates have a standard score between 40 and 60.

“Where do the advancement quotas originate?”

Chief of Naval Operations and Enlisted Community Managers determine vacancies based on projected gains and losses



**E4/5/6
Vacancies**



**OPNAV directed quotas
Selection based on top FMS**



**Personnel are selected for
advancement based on FMS**

**E7/8/9
Vacancies**

**OPNAV
Selection Board**

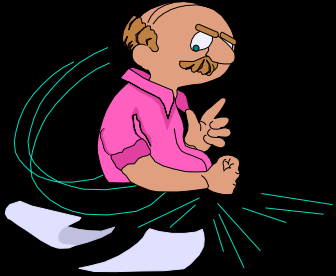
**E7/8/9 Boards select
personnel for advancement**



“What do you mean, there was a discrepancy on my test?”

- ◆ **A discrepancy is an error on:**
 - A worksheet
 - An examination answer sheet
 - Or, information that does not match the Enlisted Master File
- ◆ **Here are some examples:**
 - Incorrect SSN (#1)
 - Name change
 - Error in rate (MM vice MMN entered on answer sheet)
 - NAVET Time in Rate/Service in Paygrade error
 - Enlisted Master File is incorrect
- ◆ **Errors can lead to:**
 - Delayed results or advancements
 - In extreme cases, a candidate might NOT GET ADVANCED
- ◆ **There are thousands of discrepancies per cycle**

“What happens if I have a discrepancy?”



- ◆ **Your PSD, ESO, or command has instructions on how to correct discrepancies.**
 - **The information in your service record should be re-verified along with the Enlisted Master file and**
 - **A message or letter with documentation sent to NETPDTC to correct the discrepancies.**

“How do I prevent discrepancies?”

MAKE SURE YOUR INFORMATION
IS CORRECT !

◆ On your worksheet:

- Verify your examination worksheet information is correct before you sign it, or have it corrected by PSD or ESO before it goes forward.

◆ On your exam:

- Verify the information you put on your examination answer sheet is correct and the circles are darkened in correctly.

Now, let's talk about the
Profile Information Sheet...

FROM: COMMANDING OFFICER PRESENT RATE HT2 EXAM RATE HT1 GROUP BRANCH CLASS USN CYCLE XXX SERIAL NO. XXX0123 DATE MARXX UIC 12345 CODE AD

TO: DOE, JOHN 123-45-6789

SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS

REF: (a) YR LETTER DTG

REF ID: A785578									
FINAL MULTIPLE SCORE BREAKDOWN	EXAM STANDARD SCORE	PMA (EVAL AVG)	SERVICE IN PAYGRADE (YYMM)	AWARDS	PNA			YOUR FINAL MULTIPLE MINIMUM	MINIMUM MULTIPLE REQUIRED
Your multiple broken down by each factor	44.88	03 .20 (3 .87)	34.00 (1100)	12	18.0			211.08	210.40
AVERAGE of candidates SBE in your rate	58 .58	03 .34 (3 .89)	31.13 (0706)	10	15.9				
PNA POINT BREAKDOWN				CYCLE XXX	CYCLE XXX	CYCLE XXX	CYCLE XXX	CYCLE XXX	TOTAL
PNA POINTS EARNED FROM YOUR PREVIOUS EXAMS/ PMAs THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE				2.5	1.5	1.5	2.0	1.5	9.0
PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR FMS ON THE NEXT EXAM				FROM EXAM STANDARD SCORE			FROM PMA		TOTAL

EXAMINATION SCORE BREAKDOWN BY SECTION:

NO.	TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE	YOUR OVERALL PERCENTILE WAS 79 . YOU SCORED HIGHER THAN 79. PERCENT OF THE CANDIDATES IN YOUR RATE WHO TOOK THIS EXAM.
1.	BLUEPRINT READING AND SKETCHING	15	13	98	Total number of exam questions may not always equal 200 due to deletions. Deleted questions result if equipment or procedures become obsolete between the time the exam is written and the time the exam is taken. Deletions do NOT change a candidate's chance for advancement. The standings are based on over 90% returned answer sheets. No change occurs with all returns in.
2.	SHEET METAL FABRICATION AND REPAIR	15	11	84	
3.	STRUCTURAL FABRICATION AND REPAIR	15	12	96	
4.	PIPE FABRICATION AND REPAIR	20	13	88	
5.	WELDING	15	10	76	
6.	METALLURGY	20	12	93	
7.	CAREER INFORMATION	15	10	27	
8.	HAZARDOUS MATERIAL	15	14	90	
9.	MILITARY JUSTICE	15	10	77	
10.	CUSTOMS, TRADITIONS AND COURTESIES	15	12	88	
11.	ORGANIZATION	18	10	56	
12.	SECURITY REQUIREMENTS	19	11	78	

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Final
Multiple
Score
Breakdown

DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD RD, PENSACOLA, FL 32509-5240

FROM: COMMANDING OFFICER PRESENT RATE HT2 EXAM RATE HT1 GROUP BRANCH CLASS USN CYCLE XXX SERIAL NO. XXX0123 DATE MARXX UIC 12345 CODE AD

TO: DOE, JOHN 123-45-6789

SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS

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REF: 07-TR-LETTER-BTG

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PNA
Point
Breakdown

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Exam
Score
Breakdown
By
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DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD RD, PENSACOLA, FL 32509-5240

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TO: DOE, JOHN 123-45-6789

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		(EVAL AVG)	(YYMM)				
Your multiple broken down by each factor	75	51.09 (3.93)	---- (1100)	--	---	126.09	96.10
AVERAGE of candidates SEE in your rate	56	49.79 (3.83)					
PNA POINT BREAKDOWN				CYCLE	CYCLE	CYCLE	CYCLE
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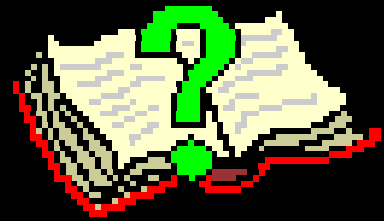
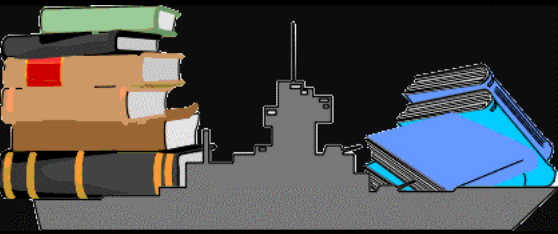
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1.	BLUEPRINT READING AND SKETCHING	15	13	98	Total number of exam questions may not always equal 200 due to deletions. Deleted questions result if equipment or procedures become obsolete between the time the exam is written and the time the exam is taken. Deletions do NOT change a candidate's chance for advancement. The standings are based on over 90% returned answer sheets. No change occurs with all returns in.
2.	SHEET METAL FABRICATION AND REPAIR	15	11	84	
3.	STRUCTURAL FABRICATION AND REPAIR	15	12	96	
4.	PIPE FABRICATION AND REPAIR	20	13	88	
5.	WELDING	15	10	76	
6.	METALLURGY	20	12	93	
7.	CAREER INFORMATION	15	10	27	
8.	HAZARDOUS MATERIAL	15	14	90	
9.	MILITARY JUSTICE	15	10	77	
10.	CUSTOMS, TRADITIONS AND COURTESIES	15	12	88	
11.	ORGANIZATION	18	10	56	
12.	SECURITY REQUIREMENTS	19	11	78	

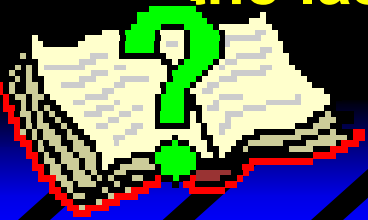
CONTACT YOUR ESO FOR MORE INFORMATION ABOUT DATA USED FOR YOUR MULTIPLE CALCULATION. DO NOT USE THIS SHEET TO STUDY FOR THE NEXT EXAM. EXAM CONTENT VARIES FROM ONE EXAM SERIES TO ANOTHER. THIS SHEET CONTAINS TOPICS THAT WERE USED *IN THIS EXAM ONLY* AND MAY NOT APPEAR ON FUTURE EXAMS. TO CHECK FUTURE EXAMS, GO TO THE NETPDTC WEB SITE UNDER THE BIBS PORTION AT WWW.ADVANCEMENT.CNET.NAVY.MIL.

1. PROVIDED ELIGIBILITY IS MAINTAINED, SUBJECT CANDIDATE IS AUTHORIZED ADVANCEMENT TO HTC. ADVANCEMENT MAY BE EFFECTED ON 16 OCT XX. VERIFY ALL FMS DATA AS CORRECT PRIOR TO EFFECTING THIS ADVANCEMENT. AUTHORITY FOR ADVANCEMENT IS *NETPDTC ADV LTR 4XX*.

“How can I best prepare for the exam?”



- ◆ Make sure you meet all eligibility requirements
- ◆ Be a top performer (sustained superior performance)
- ◆ Provide good input on your evaluations
- ◆ Learn as much as you can about your rating from all sources (Bibliography, References, schools, OJT)
- ◆ Use the *Advancement Handbook* to help focus your study plan. **AND, START EARLY. Don't wait until the last minute!**



Bibliography for Advancement Study (Bibs)

- ◆ **Bibs are available ONLY in electronic form**
- ◆ **Bibs list the source references for each
rating exam**
- ◆ **Always study the most recent version of any
reference!**

Bibliography Web Posting For Advancement Exams

◆ ACTIVE DUTY BIBS

EXAM CYCLE

JANUARY	E-7 EXAM
MARCH	E-4/5/6 EXAM
SEPTEMBER	E-4/5/6 EXAM

POST DATE

JULY
OCTOBER
APRIL

◆ RESERVES BIBS

EXAM CYCLE

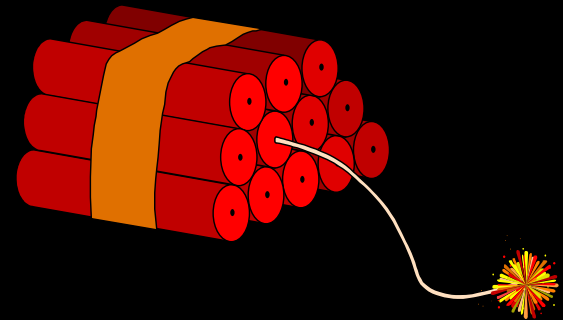
FEBRUARY	E-7 EXAM
FEBRUARY	E-4/5/6 EXAM
AUGUST	E-4/5/6 EXAM

POST DATE

AUGUST
SEPTEMBER
MARCH

Dispelling **myths** about exams—let's have the **facts**!

- ◆ **MYTH**: A number of questions are arbitrarily thrown out of every exam (not scored). As many as 70 questions are tossed.
- ◆ **FACT**: All questions are used for scoring unless there is a valid reason to delete a question (e.g., outdated equipment).



...more mystifying **myths**

- ◆ **MYTH**: There are “trick questions,” as well as the ever popular “more than one correct answer.”
- ◆ **FACT**: Incorrect answers are meant to be close but there is **ONLY ONE CORRECT ANSWER**.

...and more myths

- ◆ **MYTH:** Test questions do not require a source, they are just made up.
- ◆ **FACT:** All questions are supported by occupational standards or Naval standards, AND a published reference.

...and a final myth

- ◆ **MYTH**: Scoring the maximum 80 points on the exams means you “aced” the exam.
- ◆ **FACT**: It simply means you performed better than all or almost all of the other candidates taking the same exam.
- ◆ **FACT**: 80 “represents” the highest standard score attained for a group of candidates taking the same examination (the best raw score may have been a 142).

Questions and Answers

- ◆ **QUESTION:** What if a reference is revised so that it changes the correct answer to an exam question?
- ◆ **ANSWER:**
 - If the change makes the question's original correct answer no longer valid or no longer the ONLY correct answer, the question will be deleted.
 - If the change results in a different answer than the original correct answer, then answer key is simply changed to reflect the new correct answer.

...another Q & A

- ◆ **QUESTION**: I missed making rate by less than 1 point. What should I do?
- ◆ **ANSWER**: Contact PSD/ESO to make sure all possible FMS points were submitted

...and a final Q & A

- ◆ **QUESTION:** If the NRTC that I have completed is revised, should I complete the new NRTC?
- ◆ **ANSWER:** Good question. If you feel really confident, then you may decide you don't want to. However, you can be sure your exam writer is not using the old NRTC to support exam questions.

Exam Schedule

January 3rd Thursday E7

February (Reserve) E4/5/6/7

March 1st Thursday E6
 2nd Thursday E5
 3rd Thursday E4

August (Reserve) E4/5/6

September 1st Thursday E6
 2nd Thursday E5
 3rd Thursday E4



Summary

- ◆ Purpose of Advancement Exams
- ◆ How the exams are developed
- ◆ How the exams are scored
- ◆ Profile sheet
- ◆ How the candidate can prepare for the exam



NETPDTC

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◆ For general NEAS information or to download information:

- Home page: <https://www.advancement.cnet.navy.mil> OR
 - ❖ Bulletin Board: DSN 922-1394/1820 (COMM: (850) 452-1394/1820)
 - ❖ SALTS: Streamlined Automated Logistics Transmission System
- Specific questions: Exam Development Branch Head:
 - ❖ nora.matos@cnet.navy.mil
 - ❖ Phone: DSN 922-1001, extension. 2163
 - ❖ COMM: (850) 452-1001, extension 2163
 - ❖ Fax: DSN 922-1819 or COMM (850) 452-1819
- Exam discrepancies: DSN:922-1252 COMM:850-452-1252

That's All Folks